

ADMINISTRATIVE RE-PLAT CHECKLIST

Date Received:

PLN#:

Date Reviewed: _____ By: _____ Surveyor Advised:

☐ Completed, Forwarded for Review

☐ Returned to Surveyor as Incomplete

NOTES:

- If public improvements are required, the consulting engineer must sign, seal and date Section 1 of this checklist. The surveyor must sign, seal and date the remainder of this checklist and return a copy of it to the Zoning and Subdivision Services office with the correct number of administrative re-plat check prints.
- Administrative re-plats will be returned to the surveyor if they are determined to be incomplete. Only a complete administrative re-plat plat, as outlined in this checklist, will be forwarded for review by the necessary agencies.
- Administrative re-plats will be returned to the surveyor if the public improvement plans are not yet approved by Public Works. Also, Public Works will return the administrative re-plat if it doesn't match the public improvement plans
- All the items below must be on the administrative re-plat to insure that there is sufficient information for the administrative re-plat to be reviewed. Accuracy of the information will be checked during the full review process.

1. The public improvement plans for the subdivision have been approved by Public Works. The accepted final improvement plans match the administrative re-plat.	
<u>Plan Type</u> Sanitary Sewer: Lift Station & Force Main: Sidewalks: Storm Sewers: Storm Water Detention: Other:	<u>PW Plan No.</u>

	<div style="display: flex; justify-content: space-between;"> <div>Consulting Engineer's Signature</div> <div>(Seal)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Printed Name Date: _____</div> <div>Fax No: _____</div> </div>
	1. Fourteen (14) check prints (15 if on a State Highway).
	2. Size sufficient to include all necessary endorsements and acknowledgements. Sizes 17" x 22" or 24" x 36".
	3. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. Each sheet must have the space in the upper right corner for the Recorder's label.
	4. Scale: Suitable for detail dimensions.
	5. Exact boundary legal description, to include street rights-of-way being dedicated. Legal conforms exactly with dimensions, points called out and bearings or internal angles as shown on plat, including the direction of closure.
	6. Land reference control point.
	7. Point of beginning designated.
	8. Distance N-S and E-W of point of beginning from land control point in legal description.
	9. Traverse bearings and internal angles. Provide Public Works proof of closure on a separate sheet. Error of closure must meet Mo. Min. Standards for Property Boundary Surveys.
	10. Curve data required on all curves. Length of all arcs, radii, internal delta angles, points of curvature, tangent bearings and points.
	11. North arrow. True north or grid north according to Mo. Coord. System of 1983 Central Zone.
	12. Date of Preparation. (Under Surveyor's signature)
	13. Names of adjacent subdivisions and owners of adjoining parcels of unplatted land using dotted lines.
	14. Names and right-of-way widths of adjacent streets. Show both sides of adjacent right-of-way and distance to each from centerline (and land line if different).
	15. Plat boundaries are to be darkened.

	16. Building setback lines.
	17. Width of lot at building setback lines shown when lots are located on a curve or when side lot lines are other than 90E to the street line.
	18. The location of all existing buildings, or underground structures and all existing easements or other existing features. Existing easements not dedicated by an earlier recorded final plat or administrative re-plat must have the Recorder's Office book and page identification. Also show the location, dimensions and the book/page of all adjacent, offsite, sanitary sewer, utility and drainage easements.
	19. New easements to accommodate new utilities, sewer, drainage and/or detention in accordance with the public improvement plans, along with the necessary dimensions and bearings.
	20. Lots in the subdivision are numbered consecutively from one to the total number.
	21. Lot lines with accurate dimensions in feet and hundredths, and angles or bearings when other than 90E to the street.
	22. Lot lines radial to curve or perpendicular to street line.
	23. Street center line bearings, curve data, PC, PI and PT.
	24. Two permanent corner monuments for one straight side tied to Mo. Coord. System of 1983 and labeled with grid coordinates.
	25. Express dedication to the public for streets, alleys, access limitations, rights-of-way, parks, school sites and other public places.
	26. Name of owners certificate with acknowledgement statement and express representation that the parties joining in such dedication are the sole owners of the tract of land. Place for notary signature, printed name and seal.
	27. If owner is a corporation, provide a place for the corporate seal and signature of one officer.
	28. Location by lot or block numbers and name of original subdivision.
	29. Certificate of Surveyor (see the required language in the <i>Subdivision Regulations</i>) and place for surveyor's seal.
	30. Certificate of Director of Planning approval.
	31. A 2.5 inch by 4 inch block in the upper right-hand corner of the 1 st page of the administrative re-plat reserved for the Recorder's Office recording label.
	32. Two copies of deed restrictions or protective covenants, if any common area or common improvements exist within the administrative re-plat.

	33. Surveyor's date of preparation must be earlier than the date of execution.
	34. Plat fees required. (Fees are non-refundable) Fees are required prior to recording.
	35. Surface water drainage statement.
	36. Drainage easement maintenance statement.
	37. Certification of Title (required prior to recording).
	38. Subordination Agreement (one for each lienholder, if any, required prior to recording)
	39. Administrative Re-Plat Application completed and signed by the property owner (required prior to recording).
	40. The Administrative Re-plat shall conform to all other requirements of Section 504 of the Subdivision Regulations.
	41. Property owner's name (or developer if different): _____ <div style="text-align: right;">Print</div> Mailing Address _____ <div style="display: flex; justify-content: space-between;"> Address City State </div> Zip Code _____ Fax No: _____
	<div style="display: flex; justify-content: space-between;"> <div> Surveyor's Signature Printed Name Date: _____ </div> <div> (SEAL) Fax No: _____ </div> </div>

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